THE
ACQUISITION
NEWSLETTER

HIGHLIGHT OF THE MONTH!

INSPECTION, ACCEPTANCE AND RECEIVING
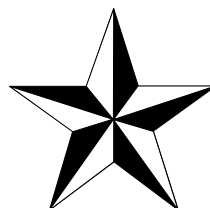
PLEASE DO NOT RECEIVE ITEMS THAT FAIL TO PERFORM COMPLETELY OR FAIL TO MEET ORDER SPECIFICATIONS!

Inspection, acceptance (or rejection) and receiving are three of the most important parts of the acquisition process. They impact payments and interest to the contractor that the Government may have to pay under the Prompt Payment Act. The Prompt Payment Act specifies that invoices will be paid within thirty days of receipt of an invoice or acceptance of goods or service, whichever is later.

Inspection means to examine what has been delivered or completed in order to determine if NIH has received what it said it needed. If the item or service satisfies the description set forth in the order, the next step, acceptance, can take place. Inspection includes, but is not limited to:

• making sure what was ordered is what was delivered
• verifying quantity
• inspecting for damage or breakage;
• checking for operability

If the items delivered do not conform to the order, the Receiving Official must contact the Ordering Official or Approving Official in the IC to decide if action should be taken to reject the order. Rejection is the act which denies the responsibility of NIH to pay for something which has been delivered or work completed, and where possible, returns the item(s) to the vendor. This is only done when an inspection proves that what was ordered was not received. Should this occur, every effort should be made to take immediate action to resolve the problem with the vendor. OFM should be notified to either hold the vendor's invoice until resolution of the matter or to return the invoice to the vendor. **Receiving information should not be entered into the ADB until the vendor has fulfilled ALL the requirements of the order.**

When it is established that the Contractor is at fault for the deficiencies, the following options are available to the agency in regard to nonconforming supplies or services:

- Nonconforming supplies or services may be corrected in place, or removed for correction, by and at the expense of the Contractor.
- Nonconforming supplies or services may be accepted, and payment with an appropriate reduction in price may be accomplished;
- The Contractor may be declared in default on the particular order.

As stated in the Federal Acquisition Regulation, Clause 52.212-4, Contract Terms and Conditions - Commercial Items, the Contractor shall only tender for acceptance those items which conform to the requirements of this contract. (Note - while not every order includes this specific clause, all orders must have a clause that conveys this intent.) The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming services **at no increase in contract price.**

Acceptance, the next step, is the acknowledgment that the items or services delivered conform to the terms and conditions of the order. Ownership of goods, as well as

liability, passes to the Government upon formal acceptance regardless of when or where the Government takes physical possession. Once acceptance has been made, it is binding on the part of the Government.

If the order explicitly includes requirements after delivery such as installation of the item(s), operational testing, or evaluation of the service, the vendor must fulfill these requirements before the Government's inspection and acceptance can occur. The IC Ordering Official enters the date of installation or the end of the period of operational testing or evaluation into the ADB as the receiving date. If multiple deliveries are required, the IC Ordering Official is responsible for entering partial receiving into the DELPRO system showing the delivery date each time an item is received.

Receiving means that the items have actually been taken in hand by someone at NIH or that individuals have finished performing a service. THIS DOES NOT MEAN THAT NIH HAS ASSUMED RESPONSIBILITY FOR PAYMENT. Such a decision will not be made until inspection and acceptance have occurred. Once items are inspected and accepted, receiving information must be entered into the ADB. The Receiving Official is responsible for ensuring that receiving information for orders is entered into the ADB within seven calendar days of physical possession of item or delivery of service.

SURF THE NET

President Clinton announced in June that there will be a Web portal that will connect all government information and services. It will be know as FirstGov and the url will be **http://www.firstgov.gov.** It will be the official government website. All data will continue to reside on agency websites but FirstGov will provide links to the information. The website should be online by October 1 and will make it easier for citizens to find government information and services. It will be the single point of entry to one of the largest, perhaps the most useful collections of Web pages in the entire word. Part of a broader electronic-government push by the

administration, the portal will provide information and enable electronic filing of government procurement data by expanding GSA's Electronic Posting System. Go to **www.firstgov.gov** to review President Clinton's entire address and also other new initiatives.

SMALL BUSINESS NEWS
(Reprinted from the U.S. Small Business Administration, News Release 7/26/2000)

The U.S. Small Business Administration (SBA), along with the Federal Acquisition Regulatory Council, will issue a final regulation that will provide American small businesses with more opportunity for participation in the $200 billion a year government contracting market. The new rule is aimed at the practice of contract bundling, the consolidation of two or more procurement contracts into a single contract.

Under the new regulation, federal agencies will have to demonstrate that bundling contracts will produce "measurably substantial benefits" in reduced costs, shorter acquisition time, or more favorable terms and conditions. If not, the contract will be unbundled, allowing small businesses to compete.

Agencies will be required to conduct an analysis, quantify and document the benefits before contracts can be combined. While bundled contracts may include improvements in any of five separate areas, they must result in:

1. Benefits equivalent to 10 percent if the contract value including options is $75 million or less; or
2. Benefits equivalent to five percent of the contract value, or $7.5 million, (whichever is greater) if the contract, including options is over $75 million.

The bundling rules also establish clear guidelines for small businesses to joint venture the bundled contracts. Under the old rule, small businesses banding together were sometimes disqualified because the resulting new employee count or combined revenues would exceed SBA's definition of small business. Additional information about SBA's programs and services is available at SBA's Web site:

http://www.sba.gov or by calling the SBA's Answer Desk at 1-800-U ASK SBA.

SIMPLIFIED ACQUISITION NEWS

UNICOR NOTICE
Provided by Laura Dougherty

Effective September 1, 2000, APSB, DAP will not be involved in obtaining UNICOR furniture clearances. UNICOR has streamlined their procedures making it more efficient if you work directly with them. ALL furniture waiver requests from UNICOR shall be requested directly to UNICOR by one of the following methods:

- UNICOR's web site:
  WWW.UNICOR.GOV
- Facsimile to UNICOR Customer Service (606)254-9048

Usage of the UNICOR web site is the recommended method as it will be logged into the system and a waiver tracking number will be provided immediately. Tthe turn-around time for approval/denial will be within 3-5 days of input.

If a facsimile to UNICOR Customer Service is the method chosen, it is recommended that the web site be accessed two days after the fax has been sent to ascertain that your fax was received and input into the waiver request data base. As with all faxed material there is a certain amount of risk that it won't make it to the intended destination, so you are strongly encouraged to check the web site to track your action. Note that a tracking number will not have been assigned, so you will need to follow the prompts.

Regardless of which method is used, the following MUST be provided:
- Complete mailing address with phone and fax numbers
- Description of the item(s)
- Price and quantity of the item
- Justification addressing why UNICOR products are not preferred or will not suffice

If your waiver request is not tended to within 5 business days you should contact the new UNICOR Sales Representative, Ms. Joan Lamanteer. of G.M.G., (Government Marketing Group). Ms. Lamanteer can be reached on (301)881-9346 and her fax number is (301)881-9347.

If you have any questions regarding the new system you can call Laura Dougherty on 301-496-5551 in the Planning and Specifications Branch.

NIH'S E-Z PAY PROCESS
Provided by Richard Nelson, OFM

E-Z Pay is a process that allows the Office of Financial Management (OFM) to pay certain invoices in advance of (**NOT without)** receiving being entered in the Administrative Database. (ADB). This is applicable to items/services whose value is $2,500 or less per order, includes most, but not all, of sub-object classes 23, 25, and 26, and allows notation of the vendor file by OFM of vendors to be excluded from the E-Z Pay process. The process:

- presumes receipt of certain goods and services,
- automatically records the receipt of those goods and services,
- allows the payment of invoices based on those recordings,
- requires entry of receiving into the ADB, and
- requires statistical sampling after the payment.

Documentation evidencing the actual receipt of the goods and services must continue to be accumulated, retained and entered into the ADB. The documentation must be available for use in the statistical sampling processes, DELPRO and other internal reviews, and for examination by internal and external auditors.

Benefits of the process include reductions in the number:
- of attempts to pay an invoice when receiving was not posted timely,

- of times an invoice needed to be handled before it was paid,
- of complaints about vendors not being paid or being paid late,
- and amount of interest payments to vendors because they were paid late.

Roles and Responsibilities

Even though posting the receipt of the goods and services in the ADB may be automated, the responsibility for ensuring the receipt of goods and services remains with the IC. IC personnel can override the automatically -posted receiving (enter, reverse, deobligate) and date all transactions. A report is issued each month by the OFM to ADB node-holders. The report is to be reviewed, certified by the IC Executive Officer and returned to the Commercial Accounts Section, OFM. OFM will periodically review the processes, including the statistical samples and the ICs commitment to the integrity of the processes.

For further information, contact the OFM Customer Service Line on 6-6088.

NEW FEATURES ON GSA ADVANTAGE!

GSA has improved its search engine for GSA ADVANTAGE! adding new features, including providing a method for GSA Schedule vendors to display information about services that they provide to their customers. For example, if you search for a particular service on schedule, the search results screen displays a list of vendors who offer this service. Some vendors now provide a detailed description of their services. If you click on a vendor name listed under the NSN/Mfg. Part No. field, you will see a detailed description of the service that this vendor offers. Or, you may see a web address that provides additional information about this service. You can then contact the vendor, using either the web address or the contact information provided, to order the service that your agency needs.

Another new search engine feature gives GSA customers a means to find information related to other major offices in GSA (e.g. Federal Supply Service, Office of Government-wide Policy). When you search for any product or service, if

you go to the bottom of the search results page, you will see the words: Go to GSA Web matches. If you click on these words, you will then see a listing that describes web sites that contain information related to your search terms. These web sites will be located within other major offices with GSA and should provide additional information or services that may help your agency.

GSA Advantage! Is customizing and personalizing a web page for each customer. Integrating this technology into GSA Advantage! will allow FSS to provide a customizable web page for each customer. This customized web page will allow GSA to filter search request and receive news and alerts about products, services, training and calendar events. These changes should enhance your buying experience. Based on your buying trends, GSA will provide specific and detailed information to increase order accuracy and help reduce the time need to place an order. Check out these new features on GSA Advantage! at http://www.gsaAdvantage.GOV.

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

On October 1, 2000, the Small Business Administration (SBA) is adopting a new industrial classification system that more accurately reflects the composition of today's small business sector, especially the newer portions like the fast-growth technology area. It will serve as the basis for SBA's widely used small business size standards.

The new system, known as the North American Industry Classification System (NAICS), reflects recent business development trends by listing a greater number of advanced technology and service industries than the current Standard Industrial Classification (SIC), which has been in use since the 1930s.

Federal procurement officials and others use size standards to determine whether a business is large or small. Knowing the correct size standard can pay the way for a firm to receive contracts, research and development awards and financial or technical assistance reserved only for small business.

The SBA's new NAICS-based size standards can be obtained through the internet at **http://www.sba.gov/size/.** Further information is also available on the Small Business website at http://www.sba.gov/size/NAICS-cover-page.htm

SECTION 508 OF THE REHABILITATION ACT

On August 7, 1998, the President signed into law the Workforce Investment Act of 1998, which includes the Rehabilitation Act Amendments of 1998. The Amendments strengthened provisions covering access to information in the Federal sector for people with disabilities. Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Federal agencies must insure that this technology is accessible to employees and the public. The new version creates binding, enforceable standards and will incorporate these standards into Federal procurement regulations. Federal agencies will use these standards in all their electronic and information technology acquisitions. The Federal Acquisition Regulatory Council will revise the Federal Acquisition Regulation to incorporate the new standards.

 "Electronic and information technology" includes computer hardware, software, networks, and peripherals as well as many electronic and communications devices commonly used in offices. Copiers and fax machines are included in Section 508, as well as web sites of federal agencies. A technology system is accessible to people with disabilities if it can be used in a variety of ways that do not depend on a single sense or ability. For example, a computer system that provides output only in the audio format would not be accessible to people with hearing impairments, and a system that requires mouse actions to navigate would not be accessible to persons with limited dexterity or visual impairment. An accessible copier may include braille labels or dual control panels to provide one control panel at wheelchair height in addition to the normal height control panel. One "fix" may not work for all and GSA hopes to issue copier standards by December 2000.

For more information concerning Section 508, visit http://www.section508.gov/.

PURCHASE CARD

UNAUTHORIZED PURCHASES

The following is a list of all purchases that may not be made using the NIH Purchase Card Program unless pre-authorized by the Merchant Activity Code encoded into the purchase card. Questions may be directed to the Purchase Card Helpline, 435-6606.

- cash advances
- any item intended for personal convenience or consumption
- rental or lease of motor vehicles, land or buildings
- cannot be used as a "calling card"
- travel, hotel, entertainment or meals
- membership
- construction
- architectural and engineering services
- controlled substances
- safety or prescription glasses
- bottled water for human consumption
- long term maintenance contracts or agreements

NEW AUTHORITY TO PURCHASE RADIOISOTOPES

There has been a change in the NIH Policy 6013-2/26013-2 for the Purchase Card (I.M.P.A.C.) Program effective on May 22, 2000 that will allow authorized cardholders to purchase radioisotopes.

**ADDENDUM
(Revised 5/22/00)
to the**

NIH Policy Manual Internal Procedures

**for the Purchase Card (I.M.P.A.C.) Program
(26013-2)**

PURPOSE
The purpose of this addendum is to rescind the restriction for acquiring radioactive material and to provide guidelines for the use of the purchase card for the acquisition of this material.

As of the date of this issuance, with the concurrence of the Radiation Safety Branch (RSB), Division of Safety, Office of Research Services, radioactive material has been removed from the Unauthorized Purchases List (Attachment 1 of the NIH Manual Issuance 26013-2).

CARD HOLDER RESPONSIBILITY
The cardholder may place all radioactive material orders directly with the vendor with the following instructions to the vendor:

- With the exception of NIEHS, Rocky Mountain Laboratory (NIAID), Phoenix Epidemiology and Clinical Research Branch (NIDDK), and Fort Detrick Maryland, all radioactive material must be delivered only to Building 21, Room 107. All NIH operations listed above as exceptions will adhere to previously established procedures at their individual locations.

- The packing slip or shipping document must include the ordering Authorized User's name and the RSB ID (clearance number). Contact 301-496-3277 to obtain a RSB clearance number.

The cardholder will also adhere to the following procedures:

- Do not place a duplicate order for the same material in the RAMOS system or place a duplicate Record Of Call against the vendor's Blanket Purchase Agreement (BPA).

- Do not include radioactive material and non-radioactive supplies on the same VISA purchase card order. When ordering both radioactive and non-radioactive items from the same vendor

place two separate VISA purchase card orders. However, special discounted prices negotiated for the vendor's BPA shall also apply to purchase card orders.

- Standing orders, which are acquisitions that require multiple delivery dates, are prohibited for all purchase card acquisitions. Therefore, standing orders for radioactive material are not permitted when using the purchase card mechanism.

- Any other requirements established by the RSB for the acquisition of radioactive material must be observed.

CARD APPROVING OFFICIAL RESPONSIBILITIES

- It is the card approving officials' responsibility to ensure that the cardholder's responsibilities are adhered to when purchasing radioactive materials.

BPA NEWS

The following BPAs have recently been established:

#53064 - American Overseas Book - for books and texts
#53246 -GTSI - for IT hardware, software and supplies
#52984 - Helena Laboratories - for chemicals, biological materials and laboratory supplies
#53640 - Histo-Path of America - for laboratory testing services
#52933 - Hydro Service - for water purification systems

#52945 - Millipore - for water purification supplies and laboratory instruments
#52996 - Newport Corporation - for laboratory supplies and equipment
NEW SF 37 CODES COMING!

#53001 - Robbins Scientific - for laboratory supplies and equipment
#52530 - PE Biosystems - for laboratory equipment and instruments
#52412 - Multiple Peptide Systems - for peptides and antibodies
#52503 - Bethesda Computers - for IT hardware, supplies, services and repair
#52490 - Techni-Tool Inc - for electrical supplies and laboratory supplies
#52278 - Government Equipment Services - for IT and office equipment repair
#52384 - Single Source - for IT supplies and housekeeping supplies
#52372 - Bitplane AG - for IT services, supplies and software
#52542 - Charles River Therion - for laboratory testing services

The following BPAs have recently been discontinued:

#33166 - American Overseas Book
#48228 - Chiron Corporation
#33663 - Digene Diagnostics
#35935 -GTSI
#26804 - Helena Laboratories
#39660 - Histo-Path of America
#14642 - Hydro Service
#31337 - Millipore
#36196 - Newport Corporation
#39696 - Pall Filtron
#36184 - Robbins Scientific
#37934 - United Parcel Service

The following BPAs have recently been reestablished:
#50788 - Seikagaku/Associates of Cape Cod
#50101 - Cartridge Technologies - for IT equipment repair and supplies

New SF37 codes, necessary for entering procurements into the ADB and for collecting acquisition information for the Department of Health and Human Services, will be released as soon as the changes are programmed into the ADB. (The SF-37 code is a six byte field identifying certain procurement and socioeconomic elements.) We are hoping this will be done as close to October 1 as possible.

Purchasing agents in the Division of Station Support Acquisition and IC Decentralized Purchasing Offices are responsible for selecting SF37 codes that reflect each acquisition in the ADB. The new SF 37 Codes reflect changes in the Federal Acquisition Regulation, especially as it relates to Part 19 - Small Business Programs.

The following is a draft copy of the proposed SF37 codes. You will be informed when the change becomes effective.

ADB SF 37 CODES

BYTE		CHANGE
1	Competitive Status	
	C = Competitive	None
	X = Non-Competitive	None
2	Business Type	
	S = Small Business	None
	L = Other than Small Business	None
	E = Educational Institution or Other Non Profit	None
	F = Foreign Corporation	None
	O = Other Government Agency	None
	J = JWOD Business	New
	V = Very Small Business	New
	X = U. S. Small Business Performing Outside U.S.	New
	Y = U.S. Large Business Performing Outside U. S.	New
	Z = U.S. Educational Institution Performing Outside U. S.	New

If Byte 2 not equal to V or S, then Byte 5 must be coded 6.

BYTE		CHANGE
3	Contract Type: Scheduled Item, Other Federal Program, Open Market	
	F = Federal Supply Schedule and other GSA contracts	None
	O = Other Agency contract (VA, Perry Point, etc.)	None
	X = Open Market	None
	G = GWAC (IT)	New
	I = IDIQ	New
	M = MAC	New
	Q = None of the Above	New
4	Labor Surplus Area	
	Q = None of the Above	New - Automatic ADB System WILL default to (Q)
5	Setaside Priorities	
	1 = Small Business Setaside in an LSA	Retired, Don't Use*

2 = Small Business Setaside outside an LSA		Retired, Don't Use*
3 = Small Business Partial Setaside Program		None
4 = LSA Concerns Setaside		Retired, Don't Use*
5 = 8(a) Program		None
6 = None of the Above		None
7 = 8(a) HUBZone Program		New
8 = HUBZone Small Business Setaside Program		New
9 = Very Small Business Setaside Program		New
0 = Small Business Setaside Program		New

If Byte 2 not Equal to V or S, then Byte 5 must be coded 6.

6   Special Program Type

H = HUBZone Business		New
I = Native American Business		Retired, Don't Use*
M = Disadvantaged Business	None	
W = Woman-owned Business		None
A = Woman-owned, HUBZone Business		New
B = Woman-owned, Disadvantaged Business		New
C = Woman-owned, HUBZone, Disadvantaged Business		New
D = Disadvantaged, HUBZone Business		New
G = Veteran		New
K = Disabled Veteran	New	
N = Veteran HUBZone		New
P = Disabled Veteran HUBZone		New
R = Veteran Disadvantage		New
T = Veteran Disabled Disadvantage		New
U = Veteran Woman		New
Y = Disabled Veteran Woman		New
Z = Disabled Disadvantage Woman		New
Q = None of the Above		New

Retired, Don't Use* = ADB SYSTEM WILL GIVE ERROR MESSAGE

CONTRACTS CORNER

FY2001 SUBSCRIPTION FEES
NIH CONTRACTOR PERFORMANCE SYSTEM
Provided by Phyllis Donoghue

The FY 2001 NIH Contractor Performance System (CPS) subscription fee chart sets forth the rates that correspond to an estimated number range of contracts for subscribing Agencies. Subscribers can determine their rate ranges by estimating the number of contracts (not evaluations) that will be entered into the Contractor Performance System by their Agency/Department during the fiscal year. The OFPP requirements cover those contracts $100,000 or greater. If an Agency/Department decides to collect and maintain contract evaluations on contracts of lesser value, the estimated number of these contracts must also be included in the total estimate. If an Agency/Department exceeds the number of contracts under the level subscribed, an adjustment will be added to the subsequent's year's fee. All subscriptions are for one calendar year.

Based on the number of subscribers, the NIH Office of Acquisition Management and Policy will review, and may adjust, the subscription fees annually. It is anticipated that the FY 2002 fees will remain the same as the FY2001 fees. Thereafter, it is anticipated that the fees will be significantly reduced.

SUBSCRIPTION LEVEL	NUMBER OF CONTRACTS	ANNUAL FEE
1	1-100	$2,000
2	101-300	$4,500
3	301-1,000	$9,000
4	>1,000	$18,000
Retrieval Access Only	n/a	$10,000
Custom Module (on a task basis)		n/a *One time fee*
OAMP,OA, OD, NIH		

COMPETITION!!!!

The foundation for competitive requirements is the Competition in Contracting Act. This Act established three standards of competition - full-and-open, full-and-open after exclusion of sources, and other than full-and-open. But in the last five years acquisition has changed and now a range of competition styles is legal. The following are some new "levels" of competition:

1. Comparisons under the General Services Administration's Federal Supply Schedule Contracts.

GSA awards schedule contracts using competitive procedures. Orders against these contracts require a competitive process for placing certain orders and for establishing blanket purchase agreements using FSS contracts. In general, for orders above the micro-purchase threshold of $2,500 but not exceeding the contract's variable maximum order threshold, ordering offices can use GSA's online shopping service, review at least three schedule contractor's price lists and place the order with the FSS schedule contractor that can provide the supply or service that "represents the best value" to the government.

For orders above the maximum order limitation, buyers must consider more than three potential contractors.

2. Micro purchases.
Micropurchases are exempt from CICA's full and open mandate; they may be awarded without soliciting quotations if the ordering authority considers the price reasonable. Sources should also be rotated.

3. Competition under simplified acquisition procedures.

FAR Part 6 and CICA competitive rules do not apply under the simplified acquisition procedures of FAR Part 13. A different competitive standard is used: maximum practicable competition. FAR 13.104(b) says you can achieve maximum practicable competition "by soliciting quotations or offers from sources with the local trade area." Three sources are sufficient in this case.

Under "the test program for certain commercial items" at FAR Subpart 13.5, acquisitions above the simplified acquisition threshold of $100,000 but below $5 million are exempt from all FAR Part 6 competition requirements, except those for sole source justification. Such acquisitions should achieve maximum practicable - as opposed to full-and-open - competition, but buyers must still justify sole source buys.

4. Task and delivery order contracts.

Task and delivery order contracts have two levels of competition. In the competition establishing the buying vehicle, several vendors are awarded contracts. In the second stage, buyers determine which of these contractors will be given an order. This level of competition is known as the fair opportunity process. Fair opportunity procedures need not comply with the competition of FAR Part 6, nor must the buying agency contact every contractor about every upcoming order.

AVAILABLE TRAINING AND SEMINARS

PURCHASE CARD SURVIVAL TRAINING

The Simplified Acquisition Programs Branch, Division of Acquisition Programs is sponsoring a series of "Purchase Card Survival" meetings on the PURCHASE CARD Program. These meetings will be held monthly. The following dates have been established through 2000:

The time for all of the "Purchase Card Survival" meetings is 12:00 p.m. - 1:00 p.m.

October 19, 2000   ....Natcher Bldg/Balcony B
November 15, 2000 ....Natcher Bldg/Balcony B
December 14,2000 ....Natcher Bldg/Balcony A

Additionally, these meetings are teleconferenced into several locations. Contact Jim Marx, at 435-3928, for specific information. Current information on Purchase Card Survival Meetings is available on the following website: http://eos13.dcrt.nih.gov:80/od/opm/purchases/survival.html

Basic Purchase Card Training

Mandatory Purchase Card Training has been scheduled for the following dates. Although no registration is required, you can notify us of your interest by e-mailing the Purchase Card address, found under the NIH Global address list: HELP, CREDITCARD (OD). You may also find information on the purchase card and other training on the following website:
http://psb.od.nih.gov/PCTRAINING

Purchase Card Training Schedule

DATE	START TIME	END TIME	BLDG	ROOM
10/18/2000	1:00 p.m..	4:00 p.m.	31	Conf.Rm. 6
11/01/2000	8:30 a.m.	11:30 a.m.	31	Conf.Rm. 7
12/06/2000	1:00 p.m.	4:00 p.m.	31	Conf.Rm. 6

If you have any questions, you may contact Cole Stathes at: **STATHESC@OD.NIH.GOV**

MANDATORY DELPRO PROCUREMENT TRAINING

The Delegated Acquisition Training Program and first four advanced Acquisition Seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The Professional Service Orders Seminar is new, and we have received good feedback on it. The following courses will be available for enrollment this FY00 and in FY01.

AS-2609
Federal Supply Schedules

Course Date	Time	Location	Tuition	Enrollment Deadline
12/5/2000	9:00-12:00 1:00- 4:00	Executive Plaza	$182	11/06/2000
3/13/2001	9:00-12:00 1:00-4:00	Executive Plaza	$182	02/12/2001
7/24/2001	9:00-12:00 1:00-4:00	Executive Plaza	$182	06/27/2001

AS-2610
Consolidated Purchasing Through Contracts

Course Date	Time	Location	Tuition	Enrollment Deadline
12/6/2000	9:00-12:00 1:00- 4:00	Executive Plaza	$182	11/07/2000
3/14/2001	9:00-12:00 1:00-4:00	Executive Plaza	$182	02/13/2001
7/25/2001	9:00-12:00 1:00-4:00	Executive Plaza	$182	06/28/2001

AS-2611
Buying from Businesses on the Open Market

Course Date	Time	Location	Tuition	Enrollment Deadline
12/7/2000	9:00-12:00 1:00- 4:00	Executive Plaza	$182	11/08/2000
3/15/2001	9:00-12:00 1:00-4:00	Executive Plaza	$182	02/14/2001
7/26/2001	9:00-12:00 1:00-4:00	Executive Plaza	$182	06/29/2001

AS-2617
Price Reasonablenss in Simplified Acquisition

Course Date	Time	Location	Tuition	Enrollment Deadline
02/01/2001	8:30-12:00 1:00 - 4:30	Executive Plaza	$182	01/24/2001
05/31/2001	8:30-12:00 1:00 - 4:30	Executive Plaza	$182	05/03/2001

AS-2612
Professional Service Orders

Course Date	Time	Location	Tuition	Enrollment Deadline
11/15/2000	8:30-12:00 1:00-4:30	Executive Plaza	$182	10/18/2000
02/07/2001	8:30-12:00 1:00-4:30	Executive Plaza	$182	01/10/2001
03/28/2001	8:30-12:00 1:00-4:30	Executive Plaza	$182	02/28/2001
06/06/2001	8:30-12:00 1:00-4:30	Executive Plaza	$182	05/09/2001
08/15/2001	8:30-12:00 1:00-4:30	Executive Plaza	$182	07/18/2001

AS-2603
Delegated Acquisition Training Program

We have updated the DATP class to encompass recent legislative changes. Included are segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a "hands-on" segment in which students actually access the ADB.

Course Date	Time	Location	Tuition	Enrollment Deadline
Nov13-17,2000	9:00-4:00	Executive Plaza	$770	Oct 20, 2000
Jan 22-26,2001	9:00-4:00	Executive Plaza	$770	Dec 22, 2000
Mar 5-9,2001	9:00-4:00	Executive Plaza	$770	Feb 9, 2001
May 14-18, 2001	9:00-4:00	Executive Plaza	$770	Apr 20, 2001

| Jul 23-27, 2001 | 9:00-4:00 | Executive Plaza | $770 | Jun 29, 2001 |
| Sep10-24, 2001 | 9:00-4:00 | Executive Plaza | $770 | Aug 17, 2001 |

THE ACQUISITION NEW

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